

LINDA LINGLE
GOVERNOR



GEORGINA K. KAWAMURA
DIRECTOR

STANLEY SHIRAKI
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

July 6, 2005

FINANCE MEMORANDUM

MEMO NO. 05-05

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Reporting on Deployed Positions

Section 164 of House Bill No. 100, General Appropriations Act (attached), requires the Governor to submit a report to the Legislature on all positions that have been deployed outside of the program to which the position was originally assigned, including positions transferred to other programs within the department and positions deployed to other departments. For purposes of this report, deployed positions shall be those positions whose incumbents have been reassigned to perform work outside of the program that funds the position.

Each department will need to identify and report on deployed positions within their department. For those positions deployed to another department, the department to which the position was originally assigned shall report on the position and must coordinate the reporting with the department that received the position in order to assess the benefits and efficiencies of the deployed position.

The attached Form 1, which reflects the information requested by Section 164, will be used to report on the deployed positions. The initial report, which will cover all positions that were deployed during FY 05, is due to the Legislature on August 1, 2005. Therefore, the reports must be submitted to the Department of Budget and Finance (B&F) by July 15, 2005.

Any position that is deployed after June 30, 2005, must be reported separately using the attached Form 2. The report must be submitted to B&F and B&F will coordinate the transmittal of the reports to the Legislature by the Governor.

Attachments

SECTION 164. The governor shall submit to the Legislature a report by August 1, 2005, detailing all deployments of positions between program IDs and to other departments; provided further that the report shall include the position description, position number, the program ID to which the position was originally assigned, the program ID and department to which the position was transferred, the changes in the position description, a narrative discussion detailing why the position was moved, the anticipated duration of this deployment, the specific reasons that the deployment will result in a more efficient functioning of the department, and the impact to the program from which the position was originally assigned; provided further that updates to this report shall be submitted to the legislature with each deployment made subsequent to those identified in the initial report no later than five business days after the initiation of each deployment; and provided further that the governor shall submit a summary report of all deployments made for the proceeding twelve month period from December 1 to November 30 no later than twenty days prior to the convening of the 2006 and 2007 regular sessions.

Instructions for preparing form

Report to the Legislature Pursuant to Section 164 on Positions Deployed Between
Program IDs and to Other Departments During FY 05

1. Position No.: *(self-explanatory)*
2. Position Title/Position Description: *(Position Title and Duties and responsibilities)*
3. Program ID to which Position Originally Assigned: *(Program ID where position is budgeted or Program ID that is funding a newly established unbudgeted position)*
4. Program ID to which Position was Transferred: *(Program ID within the department or the Program ID of another department to which the position is assigned)*
5. Changes to Position Description: *(Describe any changes to original position description)*
6. Narrative Discussion Detailing Why the Position was Moved: *(Problems, issues, or other circumstances that required the position to be transferred and how the position is resolving the problem or issue)*
7. Specific Reasons that the Deployment will Result in a More Efficient Functioning of the Department: *(How has the deployment enhanced the efficiencies of the departments)*
8. Impact to the Program from which the Position was Originally Assigned: *(How are the original duties and responsibilities of the position being accomplished, why position is not needed in the original program).*
9. Anticipated Duration of this Deployment: *(Month and Year when position is expected to be returned to original program)*

Report to the Legislature Pursuant to Section 164 on Positions Deployed Between
Program IDs and to Other Departments During FY 06

1. Position No.:
2. Position Title/Position Description:
3. Program ID to which Position Originally Assigned:
4. Program ID to which Position was Transferred:
5. Changes to Position Description:
6. Narrative Discussion Detailing Why the Position was Moved:
7. Specific Reasons that the Deployment will Result in a More Efficient Functioning of the Department:
8. Anticipated Duration of this Deployment:
9. Impact to the Program from which the Position was Originally Assigned: